

# Dispatch Purchase Orders by Batch

## Quick Tip: Dispatch Purchase Order by Batch

Currently users dispatch Purchase Orders one at a time. This can take from 3-5 minutes per Purchase Order. If a User dispatches 50 in a given day they would spend between 2.5 – 4 hours a day on dispatching Purchase Orders alone.

PeopleSoft offers users the ability to dispatch Purchase Orders in Batches. In the time it takes a user to dispatch one Purchase Order they could dispatch 50, saving between 2-3.5 hours a day.

### Navigation:

**Purchasing>Purchase Orders>Reconcile Pos>Reconciliation Workbench**

### Reconciliation WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: [=]  

WorkBench ID: [begins with]

Description: [begins with]

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Input the Workbench ID and click the  button.

# Dispatch Purchase Orders by Batch

**Filter Options**

**Business Unit:** 58000      **WorkBench ID:** DISATCHPO  
**Description:** DISPATCH PURCHASE ORDERS

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

**Purchase Order:**   **To:**  

**PO Date:**   **To:**  

**Activity Date:**   **To:**  

**Due Date:**   **To:**  

**Request BU:**        **Requisition ID:**  

**Vendor ID:**  

**Item ID:**  

**Buyer:**  

**Contract SetID:**  

**Contract ID:**  

**Release Number:**  

**GPO ID:**  

**GPO Contract:**

**Status**

Open       **Approved**       Dispatched       Cancelled

**Receiving**

Required       Not Required  
 Not Received       Partially Received       Fully Received

**Matching**

Required       Not Required  
 None       Partial Match       Fully Matched

**Encumbrance**

Open Encumbrances

Input your Buyer ID and click the Approved Radio box located in the Status section.

# Dispatch Purchase Orders by Batch

**Status**

Open  **Approved**  Dispatched  Cancelled

**Receiving**

Required  Not Required

Not Received  Partially Received  Fully Received

**Matching**

Required  Not Required

None  Partial Match  Fully Matched

**Encumbrance**

Open Encumbrances

**Chartfields**

GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
<input type="text"/>									

[Return to Reconciliation WorkBench](#)

Click the  button.

**Reconciliation WorkBench**

Business Unit: 58000      WorkBench ID: DISATCHPO

Description:

Select POs for Further Processing

**List of Purchase Orders**      Customize | Find  | Download      First 1-10 of 20 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> <a href="#">5809000532</a>		Approved	N	02/26/2004	06/27/2005	0000069356	Nancy Boydston (580)	Standard			
<input checked="" type="checkbox"/> <a href="#">5809000766</a>		Approved	N	04/08/2004	08/04/2006	0000059443	Theresa Howell	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809001270</a>		Approved	N	06/26/2004	11/18/2005	0000069633	Keith Hicks	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809001352</a>		Approved	N	07/07/2004	11/19/2005	0000066849	Keith Hicks	Standard	4		
<input checked="" type="checkbox"/> <a href="#">5809002020</a>		Approved	N	11/18/2004	11/29/2005	0000056253	Gwen Martin	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809002589</a>		Approved	N	04/19/2005	12/27/2005	0000071553	Cathye Vester	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809002747</a>		Approved	N	05/18/2005	11/13/2005	0000068366	Marti Anderson	Standard	3		
<input checked="" type="checkbox"/> <a href="#">5809002942</a>		Approved	N	06/30/2005	07/31/2006	0000041355	Gary Rowland (580)	Standard	2		
<input checked="" type="checkbox"/> <a href="#">5809003233</a>		Approved	N	08/23/2005	07/05/2006	0000077976	Keith Hicks	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003321</a>		Approved	N	09/02/2005	02/15/2006	0000068165	Marti Anderson	Standard	1		

Select All     Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Click the  link to review all eligible Purchase Orders.

# Dispatch Purchase Orders by Batch

- You can deselect a Purchase Order from being dispatched by clicking the Radio Box  located to the left of the Purchase Order number.

Click the **Other** tab.

**Reconciliation WorkBench**  
 Business Unit: 58000      WorkBench ID: DISATCHPO  
 Description: DISPATCH PURCHASE ORDERS

Select POs for Further Processing

List of Purchase Orders      Customize | Find | View 10 | Download      First 1-20 of 20 Last

Purchase Order	Doc Status	PQ Status	Hold	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary	Edit the PO?
<input checked="" type="checkbox"/> 5809000532		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809000766		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809001270		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809001352		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809002020		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809002589		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809002747		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809002942		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003233		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003321		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003398		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003473		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003510		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003517		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809003930		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809004208		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809004379		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809004580		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> 5809004689		Approved	N	Not Recvd	None	Valid	Valid	Valid		
<input checked="" type="checkbox"/> Y008715		Approved	N	Not Recvd	None	Valid	Valid	Valid		

Select All     Clear All

Action:

- The Budget Status must equal Valid or you need to deselect the Purchase Order.
- You can go to the Maintain Purchase Order by clicking the icon located to the far right of the Purchase Order number

When you are ready to dispatch the Purchase Order click the  button at the bottom of the page.

# Dispatch Purchase Orders by Batch

**Reconciliation WorkBench**

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## Processing Results

**Business Unit:** 58000      **WorkBench ID:** DISATCHPO

**Description:**

Select POs for Further Processing

Not Qualified		View All	Log
<input type="checkbox"/>			

Qualified				Find	View All	Download	1-9 of 20
PO ID	Line	Sched	Distrib	Line			
5809000532							
5809000766							
5809001270							
5809001352							
5809002020							
5809002589							
5809002747							
5809002942							
5809003233							

[Select All](#)     [Clear All](#)

Proceed:      [Return to Reconciliation WorkBench](#)

This will take you to the Processing Results page. There are two sections:

- **Not Qualified**
  - You can identify the reason the Purchase Order is not qualified to be dispatched by clicking the icon located to the right of the Purchase Order not qualified.
  
- **Qualified**
  - Identifies the Purchase Orders that are qualified to be dispatched.
  - Click the button to the right of the Purchase Order if you do not want to dispatch it.
  - Be sure to click the [View All](#) link to review all Purchase Orders Qualified to be dispatched.

When ready click the  button to continue with dispatching the Purchase Order.

# Dispatch Purchase Orders by Batch

Continue to Dispatch POs. (10224,41)

Click the  button to continue, click the  to return back to the previous page without dispatching the Purchase Orders.

**Reconciliation WorkBench**

Business Unit: 58000      WorkBench ID: DISATCHPO

\*Description: DISPATCH PURCHASE ORDERS

Select POs for Further Processing

List of Purchase Orders      Customize | Find | View 10 | Download      First 1-20 of 20 Last

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> <a href="#">5809000532</a>		Approved	N	02/26/2004	06/27/2005	0000069356	Nancy Boydston (580)	Standard			
<input checked="" type="checkbox"/> <a href="#">5809000766</a>		Approved	N	04/08/2004	08/04/2006	0000059443	Theresa Howell	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809001270</a>		Approved	N	06/26/2004	11/18/2005	0000069633	Keith Hicks	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809001352</a>		Approved	N	07/07/2004	11/19/2005	0000066849	Keith Hicks	Standard	4		
<input checked="" type="checkbox"/> <a href="#">5809002020</a>		Approved	N	11/18/2004	11/29/2005	0000056253	Gwen Martin	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809002589</a>		Approved	N	04/19/2005	12/27/2005	0000071553	Cathye Vester	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809002747</a>		Approved	N	05/18/2005	11/13/2005	0000068366	Marti Anderson	Standard	3		
<input checked="" type="checkbox"/> <a href="#">5809002942</a>		Approved	N	06/30/2005	07/31/2006	0000041355	Gary Rowland (580)	Standard	2		
<input checked="" type="checkbox"/> <a href="#">5809003233</a>		Approved	N	08/23/2005	07/05/2006	0000077976	Keith Hicks	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003321</a>		Approved	N	09/02/2005	02/15/2006	0000068165	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003398</a>		Approved	N	09/20/2005	06/23/2006	0000072246	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003473</a>		Approved	N	10/03/2005	02/28/2006	0000076796	Carol Morris (580)	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003510</a>		Approved	N	10/13/2005	05/25/2006	0000068366	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003517</a>		Approved	N	10/14/2005	06/27/2006	0000068366	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809003930</a>		Approved	N	02/03/2006	02/15/2006	0000068165	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809004208</a>		Approved	N	04/11/2006	04/12/2006	0000016942	Gwen Martin	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809004379</a>		Approved	N	05/23/2006	05/24/2006	0000072648	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809004580</a>		Approved	N	06/29/2006	06/29/2006	0000073373	Keith Hicks	Standard	1		
<input checked="" type="checkbox"/> <a href="#">5809004689</a>		Approved	N	07/21/2006	07/25/2006	0000068165	Marti Anderson	Standard	1		
<input checked="" type="checkbox"/> <a href="#">Y008715</a>		Approved	N	07/12/2001	12/27/2005	0000075261	Theresa Johnson (580)	Standard	8		

Select All     Clear All

Action:

# Dispatch Purchase Orders by Batch

## Print Purchase Orders Dispatched

Navigation:

People Tools>Process Schedule>Process Monitor

Process List [Server List](#)

View Process Request For

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3728821		PSJob	<a href="#">PODISP</a>	RMAXWELL	12/04/2006 10:47:30AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3728818		PSJob	<a href="#">PODISP</a>	RMAXWELL	12/04/2006 10:16:17AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3728815		PSJob	<a href="#">PODISP</a>	RMAXWELL	12/04/2006 10:13:53AM CST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3728281		Crystal	OCPO0378	RMAXWELL	11/20/2006 2:17:15PM CST	Success	Posted	<a href="#">Details</a>

[Process List](#) | [Server List](#)

Click on the [PODISP](#) link.

## Dispatch Purchase Orders by Batch

**Process Detail**

**Process Name:** PODISP [Refresh](#)

**Main Job Instance:** 3728821

Left | Right

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 [3728821 - PODISP Success](#)

 [3728822 - POPO005 Success](#)

 [3728823 - PO PO EMAIL Success](#)

[Return](#)

**Click on the middle link.**

## Dispatch Purchase Orders by Batch

**Process Detail**

Process	
<b>Instance:</b> 3728822	<b>Type:</b> SQR Process
<b>Name:</b> POPO005	<b>Description:</b> Single PO Dispatch/Print
<b>Run Status:</b> Success	<b>Distribution Status:</b> Posted

Run	Update Process
<b>Run Control ID:</b> RMAXWELL	<input type="radio"/> <b>Hold Request</b>
<b>Location:</b> Server	<input type="radio"/> <b>Queue Request</b>
<b>Server:</b>	<input type="radio"/> <b>Cancel Request</b>
<b>Recurrence:</b>	<input type="radio"/> <b>Delete Request</b>
	<input type="radio"/> <b>Restart Request</b>

Date/Time	Actions
<b>Request Created On:</b> 12/04/2006 10:47:33AM CST	<a href="#">Parameters</a> Transfer
<b>Run Anytime After:</b> 12/04/2006 10:47:30AM CST	<a href="#">Message Log</a>
<b>Began Process At:</b> 12/04/2006 10:47:51AM CST	Batch Timings
<b>Ended Process At:</b> 12/04/2006 10:48:28AM CST	<a href="#">View Log/Trace</a>

OK Cancel

Click on the [View Log/Trace](#) link.

# Dispatch Purchase Orders by Batch

**View Log/Trace**  
**Report**

**Report ID:** 1848868      **Process Instance:** 3728822      [Message Log](#)  
**Name:** POPO005      **Process Type:** SQR Process  
**Run Status:** Success

Single PO Dispatch/Print

**Distribution Details**

**Distribution Node:** FSSTGU      **Expiration Date:** 12/18/2006

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,633	12/04/2006 10:48:28.000000AM CST
<a href="#">popo005_3728822.PDF</a>	75,707	12/04/2006 10:48:28.000000AM CST
<a href="#">Trace File</a>	400,549	12/04/2006 10:48:28.000000AM CST

**Distribute To**

Distribution ID Type	Distribution ID
User	RMAXWELL

[Return](#)

**Click on the PDF link. This link will show all the purchase orders that have been selected to dispatch.**



**Department of Central Services**  
 DEPARTMENT OF CENTRAL SERVICES  
 CENTRAL PURCHASING DIVISION  
 2401 N LINCOLN, WILL ROGERS BLDG, STE 116  
 OKLAHOMA CITY OK 73105

**Vendor:** 0000069356  
 ACCREDITATION COUNCIL FOR GRADUATE MEDIC  
 515 N STATE ST  
 CHICAGO IL 60610

**Purchase Order**

**Dispatch via Print**

Purchase Order	Date	Revision	Page
5809000532	02/26/2004		1

Payment Terms	Freight Terms	Ship Via
0 Days		COMMON

Buyer	Phone	Currency
Nancy_Boydston (580)	405/522-0046	USD

**Ship To:** 58020  
 DEPARTMENT OF CENTRAL SERVICES  
 CONSTRUCTION AND PROPERTIES DIVISION  
 2401 N LINCOLN, WILL ROGERS BLDG, STE 106  
 OKLAHOMA CITY OK 73105

**Bill To:** DEPARTMENT OF CENTRAL SERVICES  
 ACCOUNTING DIVISION  
 PO BOX 53488  
 OKLAHOMA CITY OK 731123488

**Tax Exempt?** Y      **Tax Exempt ID:** 736017987

Line-Sch	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Total PO Amount</b>							0.00

COMMENTS: \_\_\_\_\_